



4-H NAME AND EMBLEM AUTHORIZATION CONTINUUM

	AUTHORIZATION	MOU's	CHARTERING
PREFERRED DOCUMENT WHEN...	Granting approval to an entity to produce a product or service for the 4-H Program.	Recognizing an affiliated organization which provides support to the 4-H Program.	Recognizing a 4-H Program.
DEFINITION OF APPROPRIATE ENTITY	An entity using the 4-H Name and Emblem for a specific purpose for a specific time period (to create merchandise, for use at an event, etc).	Affiliated organizations that exist to provide support to the 4-H program and conduct work which Cooperative Extension cannot, or does not wish to, perform itself. These organizations may use the 4-H Name and Emblem more broadly in their work but may not authorize others to use the 4-H Name and Emblem.	An entity that represents the programmatic focus of the 4-H Youth Development program. These entities may use the 4-H Name and Emblem for a variety of uses but it must be specifically identified with the program in which they participate.
RECOGNITION BY CES	CES does not recognize these entities as part of the 4-H program.	CES recognizes these entities as partners with the 4-H program and has expectations for accountability and compliance with applicable policies.	CES recognizes these entities as "4-H" and: -includes them under our tax ID; -accepts responsibility for them; -expects these entities to be accountable and compliant with all applicable policies.
WHO ISSUES?	Authorization can be issued at the level which corresponds to the product or service as long as the product or service is clearly identified (Example: product must bear the name of the local or state program "Indiana 4-H" or "Westin County 4-H"). National 4-H Headquarters must authorize: Any product or service that is not identified with a local or state level but only features the 4-H Name and Emblem; Any product or service that involves interstate activity. CES reserves the right to revoke authorization at any time for any reason.	MOU's should be negotiated and issues from the Extension Director for a state partnership, and from National 4-H Headquarters for any MOU involving an entity which operates in more than one state. MOU's should include information about term and how the MOU could be terminated.	All charters must be the National 4-H Headquarters-USDA approved charters which can then be issued at the state or county level. The Extension Director, or State 4-H Program Leader, makes all decisions regarding who shall receive a charter, when charters need to be renewed, and when to revoke a charter.



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	AUTHORIZATION	MOU's	CHARTERING
EXAMPLES:	Commercial Vendors	National 4-H Council Foundations Camp Facilities Collegiate 4-H 4-H Events Professional Associations Alumni Associations (4-H All Stars, IFYE, etc.) Advisory Boards Councils Volunteer Leaders Associations Fair Boards	4-H Clubs 4-H Cloverbuds (as a special membership category) 4-H Camps (program)

A SPECIAL NOTE: ADVOCACY GROUPS

"Friends of 4-H" groups whose primary function is advocacy or lobbying should not be chartered or authorized in ways listed in this chart. These are unique groups and we caution using an authorization letter or encouraging them to be included under the umbrella of the national 4-H EIN. The primary issue is the function of these groups on advocacy or lobbying on behalf of the 4-H program.

For these groups to be recognized under the national 4-H EIN, means that we have recognized them as part of our programmatic functions and as such, they are subject to federal policies. The major purpose of the group establishes them as non-compliant with those policies. In addition, their function puts them at odds with the issuing of the 4-H EIN as lobbying is not a tax-exempt process. To recognize them as part of 4-H, and included with our tax-exempt status- jeopardizes our programs ability to continue having tax-exempt status.

National 4-H Headquarters recommends not authorizing these groups at all. This is appropriate only if they are not creating a product or publication, and while they may sponsor an event (a legislative breakfast, for example), the primary use of the 4-H Name and Emblem should be as a reference (meaning that they are referring to 4-H, not representing the program, or using the 4-H Name and Emblem for benefit). This is not unlike when a newspaper features an article on 4-H- we do not require them to be authorized.

These groups should not create publications or products (but could work with a state foundation to create fact sheets, or could share materials developed by the state 4-H program office), they should not fundraise on behalf of 4-H while using the 4-H Name and Emblem, nor should they be allowed to use the 4-H EIN.